

State of California
DUTY STATEMENT



California Department of
State Hospitals

SH3002 (Rev. 02/2020)

RPA Control No.#

C&P Analyst Approval
FA

Date
3/28/2022

Employee Name

Division

Department of State Hospitals-Metropolitan

Position No / Agency-Unit-Class-Serial

487-560-6749-002

Unit

Plant Operations

Class Title

Chief of Plant Operations III

Location

Plant Operations - Office

SUBJECT TO CONFLICT OF INTEREST

☒ Yes ☐ No

CBID
S12

WORK WEEK GROUP

E

PAY DIFFERENTIAL

OTHER

BRIEFLY (1 or 2 Sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the supervision of the Staff Services Manager III- Assistant Hospital Administrator or designee, the Chief of Plant Operations III is responsible for the maintenance of the physical plant at a State Hospital; plan and supervise the operation, maintenance, and repair of the plumbing, heating, lighting, intercommunicating, water treatment, sewage disposal, air conditioning, ventilating, refrigerating systems and auxiliary equipment, high pressure steam boiler units, chillers, gas and oil furnaces, transformers, chlorinators, pumps compressors, condensers, steam lines, water lines, gas lines, steam traps, meters, recorders, electronic systems, fire protection systems and any other system required to be maintained by Plant Operations.

% OF TIME
PERFORMING
DUTIES

INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)

ESSENTIAL FUNCTIONS

40%

- Plans, directs and organizes the operation and maintenance of the hospital's physical plant, including the repair of plumbing, HVAC, refrigeration, lighting, dietary equipment and other essential systems in use throughout the 162-acre facility.
- Through the efforts of subordinate supervisors, directs the work of various craft persons who are assigned to the various trade shops such as carpentry, engineering, electrical, plumbing, welding, paint, pest control and groundskeeping.
- Ensures the establishment and maintenance of an ongoing preventative maintenance program designed to ensure compliance with all applicable licensing and accreditation standards relating to the management of the Environment of Care.
- Responsible for preparing and updating the hospital's JCAHO Management Plan for maintaining Utility Systems.
- In cooperation with the hospital's Fire Prevention Analyst and Health & Safety, prepares the Statement of Conditions (SOC) compliance document and updates SOC on an annual basis or as circumstances change to reflect the current status of the hospital's efforts to maintain a fire safe environment of care for the individuals and staff.

25%

- Ensures the recruitment, selection and retention of competent clerical and trade staff who are qualified to assist in the maintenance of the operational efficiency of all plumbing, HVAC, and mechanical systems throughout the hospital.
- Promotes staff development and arranges for meaningful, ongoing training as required to ensure staff competency.
- Employs sound personnel management practices, including contributing to the Hospital's or Department's Equal Employment Opportunity and Upward Mobility goals.

20%

- Responsible for the preparation of the hospital's Major and Minor Capital Outlay Project proposals and for the preparation of the Capital Outlay Budget Change Proposals (CO-BCP's) used to request funding approvals for these projects.
- Prepares the annual listing of Special Repair projects for submission to the Department's Hospital Operations Branch.
- Prepares the annual listing of Structures projects for submission to the Department's Hospital Operations Branch.
- Reviews and approves the plans and specifications prepared by the various trade shops within Plant Operations in support of CO-BCP's.
- Ensures the maintenance of records and plans relating to any actual or planned projects on hospital grounds.
- Manages the fiscal budgetary allocation issued to Plant Operations department and coordinates plant-related expenditures with the Assistant Hospital Administrator, the Hospital Administrator and the Accounting (Fiscal) Officer of the hospital.

10%

- Facilitates regular supervisory and clerical staff meetings for the purpose of communicating hospital policies, procedures and other information in a manner that supports a well-informed and highly motivated workforce.
- Participates in various hospital-wide committees, including the Strategic Planning Committee, Space Committee, Water Management, Emergency Disaster Preparedness, Environment of Care, Quality Council, Hospital Security Committee and any other process action teams or individual department quality assurance teams as assigned.
- Liaison effectively with contractors, vendors and consultant engineers, architects, as well as, representatives from other state agencies to foster a professional and productive environment that supports the completion of projects on hospital grounds.

MARGINAL FUNCTIONS

5%

All other duties as assigned

Requirement

SUPERVISION RECEIVED

Under the direction of the Assistant Hospital Administrator.

SUPERVISION EXERCISED

Supervises one (1) Staff Services Manager I & the Chief of Plant Operations I

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Rules and Safety Orders; California Code of Regulations; the State Administrative Code; Titles 8, 17, 19, 22, 24; National Fire Protection Association 101; Uniform Building Code; the State Administrative Manual; types of heating, electrical, plumbing, water, refrigeration, sewage, and other mechanical systems and equipment; operation and maintenance of high pressure steam boilers; materials, methods, and tools used in the maintenance of buildings and grounds; operation of mechanical refrigeration and air conditioning systems; thermostatic temperature control systems; principles of personnel management and supervision; the Department's Equal Employment Opportunity Program (EEO) objectives; a managers role

ABILITY TO:

Read and write English at a level required for successful job performance; direct the work of installing, operating, and maintaining institution heating, electrical, water, sewage, and other mechanical systems; read, interpret, and work from plans, drawings and specifications; make cost estimates of building repairs, maintenance and mechanical installations; plan and execute a program of preventive maintenance for buildings and mechanical equipment; plan and direct the work of skilled craftspeople and semiskilled workers; keep accurate records and prepare reports; think and act quickly in emergencies; effectively contribute to the Department's EEO objectives. Supervise clerical and semi-professional staff in an office environment.

REQUIRED COMPETENCIES

PHYSICAL

The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized work needed to carry out the essential duties of the position. This includes but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

Completes documentation as required for special incidents.

SEXUAL HARASSMENT

Is aware of issues to be avoided to provide a good working environment and takes proactive measures to prevent workplace sexual harassment.

CPR

Maintains current certification

SITE SPECIFIC COMPETENCIES

- Interact successfully in a team environment.
- Communicate successfully in a diverse community.
- Communicate effectively with individuals from varied experiences, perspectives and backgrounds, which may involve some exposure to aggressive clientele and adversarial conditions.
- Deal with individuals with a range of moods and behaviors in a tactful, congenial, personal matter so as not to alienate or antagonize them.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Use of technology, including but not limited to Microsoft Office, Microsoft Teams, WebEx, Zoom, and other virtual platforms as required.

LICENSE OR CERTIFICATION - not applicable**TRAINING** - Training Category = No Contact

The employee is required to keep current with the completion of all required training.

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PIH) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

WORKING CONDITIONS (E)**EMPLOYEE IS REQUIRED TO:**

- Report to work on time and follow procedures for reporting absences.
- Maintain a professional appearance.
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.
- The employee is required to work any shift and schedule in a variety of settings throughout the Hospital as determined by the operational needs of the Hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and can safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times. Telework consistent with DSH Policy Directive 5338 will be considered with prior approval from management. Incumbent is expected to provide in-office coverage on a

rotational basis.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date